



Supersedes: 2021-D-005

Directive # 2021-D-006

Subject: AVOP Renewal Process

From: GTAA AVOP Program

Contact: AVOP Program, AVOP@gtaa.com , 416-776-AVOP (2867)

Date of Issue: 2021-07-14

Effective Date: 2021-07-15

Background and Impact: AVOP holders being assigned duties that require a valid AVOP and have not driven airside for more than 6-months are required to renew their AVOP per GTAA Airport Traffic Directives Section 2.4.4.

D/A AVOP Renewal Process

As part of the D/A AVOP renewal process, individuals with a clean driving record (i.e. no active demerit points or outstanding suspensions on their record) are required to successfully complete the following activities:

- i. Recurrent Online Training Modules;
- ii. Successful completion of a written test (see Note 1 below);
- iii. 2-hours of practical driver training with a certified trainer (see Note 2 below); and,
- iv. Practical driving test with a GTAA Tester or Company Tester (see Note 3 below).

Note 1: Individuals will be required to present the certification of completion (electronic or hardcopy) for the Recurrent Online Training modules prior to writing the written exam. Individuals who do not present the certificate of completion will not be able to write a written exam.

Note 2: D/A AVOP holders who do not have a clean record are required to complete all of the above steps however the 2-hour practical training will be replaced with a requirement to complete 6-hours of practical driver training.

Note 3: Prior to scheduling a practical test, the written exam needs to be completed with a pass mark and required practical training completed and documented by a certified trainer. Practical tests can be scheduled through your company or by calling the 416-776-AVOP.

D/A AVOP Recurrent Online Training Modules

Access to the modules will be through the AVOP website at:

<https://www.torontopearson.com/avop>

For those who are renewing their DA AVOP the following modules will be required:

- AVOP 1 – Airside Basics
- AVOP 2 – Airside Driving
- AVOP 3 – Airside Safety
- AVOP 4 – Airside Maps
- AVOP 5 – Knowledge Check

D AVOP Renewal Process

As previously outlined in GTAA Directive 2021-D-005 the D AVOP renewal process now requires the successful completion of the Recurrent Online Training Modules for a D AVOP as outlined below. The remainder of the process remains unchanged.

For D AVOPs being recalled the recurrent on-line module is required to be completed and present the certification of completion prior to writing the written D exam.

Access to the modules will be through the AVOP website at:

<https://www.torontopearson.com/avop>

For those who are renewing their D AVOP the following modules will be required:

- AVOP 1 – Airside Basics
- AVOP 2 – Airside Driving
- AVOP 3 – Airside Safety
- AVOP 4 – Airside Maps
- AVOP 5 – Knowledge Check – Code will be generated for access to module 6
- AVOP 6 – D Permit Refresher

Written Examination Location and Times

The written exam location is in Lounge 15 Terminal 1. Lounge 15 is located at the far **East end of Terminal 1**, Departures level. The tests will continue to be offered on Tuesday and Thursday excluding statutory holidays at 08:30, 10:30 and 13:30.

If you have any questions, please contact the AVOP office at 416-776-AVOP (2867) or avop@gtaa.com.



Craig Bradbrook
Chief Operating Officer